



**DEPARTMENT OF ADMINISTRATION**

**209 E. Musser Street, Room 200  
Carson City, Nevada 89701-4298  
(775) 684-0222  
Fax (775) 684-0260  
<http://www.budget.state.nv.us/>**

**ALL AGENCY MEMORANDUM #2011-13**

May 19, 2011

TO: All Agencies

FROM: Andrew K. Clinger, Director  
Department of Administration

SUBJECT: Budgeted Salary Adjustment Funds

Senate Bill 433, Section 6, allocated General Fund and Highway Fund appropriations to the Board of Examiners Salary Adjustment Account to meet any deficiencies created by the gap between the temporary 6% salary reduction proposed by the Governor and the Legislatively approved one-day per month furlough (an approximate 4.6% decrease in salary). The capped amounts each applicable agency can apply are provided in a separate spreadsheet posted on our website.

Similar to FY 2010, the authority for salary adjustment funds was not budgeted in individual budget accounts. Therefore, once the Board of Examiners approves a request, a non-IFC work program must be processed to establish the authority before the transfer of cash can be made. Please use the following naming convention for the WP number instead of allowing a default number: *FY SA budget account number*. For instance, Department of Taxation, which is budget account 2361, would use work program number 11SA2361.


**If you have used any salary savings as part of your agency's required budget reserves, including eliminating positions, leaving positions vacant or delaying hiring, the amount of salary adjustment funds for which your agency is eligible must be prorated by the amount of the reduction to category 01 according to the following formula:**

$$\frac{(\text{FY 2011 Leg Approved Cat 01} - \text{FY 2011 Budget Reserves Cat 01}) \times \text{capped amount}}{\text{FY 2011 Leg Approved Cat 01}}$$

Please work closely with your assigned budget analyst to determine a pro-rated amount.

If you have transferred authority from category 01 to another category, you are not eligible for salary adjustment funds (there are some exceptions to this rule for Health and Human Services agencies that have transferred authority from category 01 for contract staffing needs).

If you require salary adjustment funds, please submit your request along with your salary projections, which should support the amount being requested. Please also include a position fund map. All allocations from the BOE Salary Adjustment Account must be approved by the Board of Examiners (BOE). If necessary submit requests in time for the July 12th BOE meeting. The agency deadline for this meeting is June 8, 2011.



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Andrew K. Clinger

[BOE Salary Adjustment](#)

[Salary Adjustment Template](#)